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# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers

PAGE NO

2

DATE OF ORDER CONTRACT NO. ORDER NO. 0007 EP-W-11-010 12/13/2011 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT QUANTITY ORDERED PRICE ACCEPTED (d) (a) (f) (g) (c) (e) Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 12/13/2011 to 06/01/2012 0001 Sustainable Communities Building Blocks Technical Assistance in accordance with the attached Statement of Work Estimated Cost: \$(b)(4) Fixed Fee: (b)(4)Funded Cost: \$(b)(4) Funded Fee: \*Additional funds in the amount of will be added at a later date to fully fund the cost on this order. Requisition No: PR-OA-11-00215, PR-OA-11-00231, PR-OA-11-00234, PR-OA-11-00236, PR-OA-11-00298, PR-OA-11-00340, PR-OA-11-00346, PR-OA-11-00400, PR-OA-11-00424, PR-OA-12-00040, PR-OSWER-11-00752 Accounting Info: 11-12-B-11WC-502MA4B-2505-1111W1C096-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 502MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C096-001 Funding Flag: Partial Funded: \$240,135.00 Accounting Info: 11-12-B-11WC-402MA4B-2505-1111W1C097-0 02 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 402MA4B Budget (BOC): 2505 DCN - Line ID: Continued ... TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) \$0.00

# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

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# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

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TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

### Statement of Work

Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011

#### **RFO Number:**

## I. TITLE: Sustainable Communities Building Blocks Technical Assistance

#### II. PERIOD OF PERFORMANCE:

From:

Date of award

To:

Phase 1:

Tasks 1 through part of Task 4 (date of issue – January 26, 2012)

Phase 2:

Completion of Task 4 and Task 5 (January 27, 2012 - June 1,

2012)

III. BACKGROUND: This Statement of Work (SOW) will provide contractor support to Environmental Protection Agency (EPA) as it continues the expansion of its Building Blocks for Sustainable Communities initiative. The program, launched in March of 2011, is a critical element of the EPA Office of Sustainable Communities' (OSC) efforts to transform its technical assistance work. This effort will build on the lessons learned from the first round of Building Blocks assistance, as well as EPA's experiences working with communities through other efforts. In particular, the Smart Growth Implementation Assistance (SGIA) program has helped inform the previous work of EPA's Smart Growth Program, and produced a number of tools and publications that are particularly useful in planning for sustainability at the local level.

Beginning in 2005, EPA began to provide direct technical assistance to communities through the SGIA program. The program is premised on three core goals: 1) to help communities overcome barriers to implementing smart growth approaches, 2) to inform and educate EPA about innovative responses to cutting-edge challenges that could be replicated throughout the country, and 3) to support implementation of a catalytic project or example in a particular geographic region.

Recently, the demand for SGIA and smart growth technical assistance (TA) has grown rapidly. This year, EPA received 158 applications for SGIA, up from 104 in 2009 and 67 in 2008. EPA is only able to select 3 to 4 applications each year, largely because one of the primary purposes of this program is to tackle difficult policy issues. Yet the large number of applications clearly demonstrates a strong demand for assistance with implementing smart growth approaches. Moreover, analysis of these applications indicates that many communities face common barriers to implementation of solutions that are already widely available.

Through SGIA, EPA has observed that many communities share similar barriers to smart growth implementation. For example, many express a lack of clarity on how to "fix" their codes, ordinances, and policies to be more supportive of smart growth approaches, or lack the tools to identify and /or "make the case" for solutions that will produce the best combination of economic, environmental, and quality of life benefits. While the catalytic issue may vary by community (e.g., water quality, traffic, redevelopment of abandoned property or underutilized land), EPA has found that many communities struggle to either identify the effective changes in their policy or regulatory frameworks, or implement changes they've already identified. Many also wrestle with how to educate local residents, decision-makers, or staff to build and sustain the political consensus needed for change.

This SOW seeks to continue EPA's expanded support for communities looking to identify and implement their own building blocks for smart growth. It will do so by expanding and refining technical assistance tools that can be quickly adapted to a particular community context, delivered in a one or two day site visit, with a brief follow up memo presenting options for next steps. EPA expects this task will provide assistance to roughly 30 communities, at least 4 of which will be in rural locations, and at least 8 will include disadvantaged communities.

In 2011, OSC worked with a team of consultants with expertise spanning a wide range of smart growth issues to develop and deliver eight tools: 1) Linking Land Use and Water Quality, 2) Identifying Preferred Growth Areas, 3) Sustainable Design and Development, 4) Rural and Small Town Zoning Codes, 5) Sustainable Land Use Code Audit, 6) Development for Economic and Fiscal Health, 7) Complete Streets, and 8) Walkability Audits. The first three tools were based initially on a specific EPA publication on each subject. Tools 4 – 8 were based on subjects that were already the focus of engagement between national experts and communities. Additionally, we solicited letters of interest for three additional tools that fall into this latter category: Parking Audits, Climate Change Action Plans and Commuter Benefits Strategies. However, due to time and resource constraints, we decided not to proceed with tool development and delivery in these three areas.

- IV. PURPOSE AND OBJECTIVE: Under this SOW, EPA will focus on working with another round of communities (30) that will receive assistance through a tool that falls into one of three categories:
  - Category 1 Tools: Tools that need to be developed;
  - Category 2 Tools: Existing tools needing significant revision; and
  - Category 3 Tools: Existing tools needing minor revision;

Across each of these categories, EPA has two primary objectives. The first objective is to develop a tool in its final form in a format that can be used in wide distribution (e.g., PowerPoint-based podcast or webinar environment including notes and resources to assist users implement the tool). These mature tools will be tested through site visit and feedback loops with communities and EPA staff. The second objective is to provide direct, targeted information to each of the communities served based on the tool delivered. EPA will supply to the Contractor each of the

tools that are currently in draft form as well as source materials for new tools being developed under this task order.

For the purpose of this SOW, a **tool** is defined as a body of materials that could include an agenda, presentations, and/or exercises, formatted in a manner so that a group can have a facilitated discussion around a series of inputs and outputs. Ideally, a tool shall have some process or mechanism by which data or information is analyzed resulting in an output of potential next steps for policy change. A tool is not just a series of presentations, but rather an action oriented process.

The selection of communities will also differ slightly from the previous round of Building Blocks assistance. Under the previous round, EPA drew from two sources. First, a few previously unsuccessful 2010 SGIA applicants were selected based on having a strong overall proposal that was related to one of three tools to be developed from EPA publications for the Building Blocks program—Linking Land Use and Water Quality, Sustainable Design and Development, and Identifying Preferred Growth Areas. Second, five other tools were delivered to communities selected from a pool of applicants that had specifically requested assistance with the particular tool through a call for letters of interest published in March 2011. Under this task order, communities will be selected from either the existing pool of letters requesting assistance with specific building blocks tools, or from a new solicitation from communities interested in the Round 2 set of tools identified below.

The purpose of delivering these tools is to (1) stimulate a dialogue about growth and development, (2) strengthen local capacity to implement smart growth approaches, and (3) provide suggestions on how to change local policies and procedures to implement sustainable community approaches. Each tool will be delivered in several communities to either develop or refine the delivery mechanism, thereby offering an effective means for delivering technical assistance to considerably more communities on a larger scale.

This SOW will focus on the following components:

- (1) Propose an approach to delivering assistance by educating and engaging key stakeholders though mechanisms with demonstrated results that have been used in a number of community settings;
- (2) Delivering technical assistance to a total of 30 communities;
- (3) Summarize and analyze overall effectiveness develop a "lessons learned" memo for EPA after at the conclusion of the effort; and
- (4) Prepare the final tool materials for Internet posting.

As a result of this task order, EPA will be able to assist a larger number of communities through the creation of the building blocks necessary to tackle complex smart growth implementation issues. The implementation of these tools can help deliver the following environmental and community outcomes:

- expanded housing and transportation choices among households, particularly those earning below area median income;
- more balanced transportation systems that support walking, biking, and public transit, as well as driving;
- reduced vehicle miles traveled, resulting in lower greenhouse gas emissions, lower commuting costs, and decreased road congestion;
- efficient use of services and infrastructures, resulting in cost savings for the public;
- increased redevelopment of brownfields, as well as other underutilized infill locations;
- improved water quality through efforts that reduce stormwater runoff into existing waterways;
- reduced cost and energy intensity of stormwater management systems through increased use of green stormwater practices;
- more healthy and safe pedestrian walkways and streetscapes through use of street trees, swales, and other green infrastructure components; and
- reduced energy and water consumption and lower household energy/utility costs through use of green building construction techniques and materials.

Finally, this work also helps support the Partnership for Sustainable Communities, a partnership among EPA, U. S. Department of Housing and Urban Development (HUD), and U. S. Department of Transportation (DOT). The Partnership seeks to align federal resources to support implementation of more sustainable, smart growth approaches to development challenges. Six livability principles have been developed to describe the types of communities which the Partnership seeks to support. EPA will work with our federal partners in HUD and DOT to implement our ongoing programs, including this new round of Building Blocks technical assistance. In so doing, we expect to respond to the needs of many communities that are facing very similar issues around their implementation of smart growth approaches.

# V. QUALITY ASSURANCE (QA) REQUIREMENTS

Check [ ] Yes if the following is required or [x] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

#### VI. TASKS AND DELIVERABLES:

The Task Order Contracting Officer Representative (TO COR) shall review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall

<sup>&</sup>lt;sup>1</sup> Read more about the Partnership and the six Livability Principles at <a href="http://www.epa.gov/smartgrowth/partnership/index.html">http://www.epa.gov/smartgrowth/partnership/index.html</a>

incorporate the TO COR's comments 14 days after receipt of comments. Final deliverable shall be in MS Word format.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

From time to time, as new information develops, the contractor shall organize Guidance Calls with various experts for the purposes of scoping issues, confirming topics of research and methodological approaches, and making sure tasks and the overall project are on track and focusing on relevant topics and issues. Technical direction, when appropriate, will be provided by the TO COR.

### Task One -Project Management and Scheduling

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

For project management, the contractor shall organize and facilitate conference calls with the Contractor team members as necessary and EPA, but at a minimum to include:

- At least two 2-hour calls with the full team to discuss the objectives of the program and to discuss tool development and delivery;
- A weekly call with the TO COR to review project progress; and
- Two 2-hour calls with the full team near the end of the project to discuss project accomplishments and results.

The contractor shall prepare a tentative schedule for implementation of 30 community-based technical assistance site visits. The schedule shall include at a minimum the following steps:

- The aforementioned team calls and weekly coordination calls;
- One site visit per community, spanning one or one-and-a-half days depending on the site.
   No more than one site visit per tool to be scheduled per week. Any individual tool shall also be delivered with at least one week gap between each site visit to allow for modifications to the tool delivery process. Sites visits will not occur until EPA approves the tool materials;
- Bi-weekly calls with EPA, the contractor point of contact and/or the community to prepare
  for the site visit, beginning no less than three months prior, and weekly calls in preparation,
  beginning no less than six weeks prior;
- Draft materials/delivery approach for each of the site visits;
- Delivery of overall lessons learned memo; and
- Delivery of completed tools.

The Contractor shall devise a schedule for completing all assistance to 30 communities no later than six (6) months after award. The initial project schedule shall be developed within 14 days of executing the task order. The schedule will be updated throughout the project as site visits are scheduled and reports are submitted.

### Task Two - Develop Category 1 Tools Workshop Materials

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall work with the TO COR and assist with the development of three new tools designed for delivery in a one and a half day site visit format. The contractor shall develop a tool for each of the following:

- 1. **Green Building Toolkit**. This tool shall be directly developed from the Sustainable Design and Green Building Toolkit for Local Governments.
  - (http://www.epa.gov/region4/recycle/green-building-toolkit.pdf);
- 2. Parking Audits. This tool shall include strategies for communities to consider for understanding how to maximize its parking supply.

  (http://www.epa.gov/dced/parking.htm); and
- 3. **Creating a Green Streets Strategy**. This tool shall focus on EPA summary of Green Street national examples, focused on actions communities can implement to manage stormwater while developing streetscapes that serve all users.

  (http://www.epa.gov/owow\_keep/podcasts/greenstreetsusa.html).

Please see Appendix A for additional information regarding the development of these tools.

For each tool, the contractor shall develop the following elements:

- an agenda for the on-site workshop;
- an exercise/audit/or self-evaluation that a community can conduct prior to the site visit;
- an introductory or overview presentation;
- an interactive activity to review the exercise and/or a process for analyzing the information collected:
- a presentation connecting the activity to best practices and implementation; and
- a concluding presentation.

The TO COR shall provide the Contractor a sample template for developing the necessary components for the tool delivery. In some cases, not all of these elements will be necessary, but for planning and budgeting purposes, this shall be used as the base expectation. See Appendix B for a sample agenda.

Materials shall be appropriate to the format of the workshop proposed by the Contractor, which may include but is not limited to: an interactive charrette-style workshop, a series of meetings with targeted staff and/or leaders, a combination of the two, or some other approach (each document may be best-suited to a different approach). Materials shall be produced to address urban, suburban and rural communities. The TO COR will supply a template for PowerPoint presentations; however, all tool delivery materials shall include some aspect of local data or information analysis.

The contractor shall submit draft conceptual workshop materials to EPA no later than 42 days prior to the first scheduled workshop for each of the three tools. Draft materials in fully-developed form shall be provided to EPA no less than 21 days prior to the workshops. EPA will respond and provide comments within 7 days of receipt. Final draft materials shall be provided to EPA no less than 7 days prior to the first scheduled workshop.

# Task Three -Refine Category 2 and 3 Tools Workshop Materials

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

In this task, the contractor shall revise and finalize 3 tools. EPA will provide current versions of each of these tools.

- 1. **Economic and Fiscal Health** tool. The contractor shall, at a minimum:
  - participate in a conference call (this could be one of the weekly status calls) to review
    the existing materials related to this tool and work with the TOPO to refine this tool;
  - refine the overall components of the tool, including the core thesis/message of the tool;
  - develop modules within the presentation that can be changed to reflect the community in which it is being presented; and
  - create an exercise that allows a community to evaluate specific economic and fiscal health indicators that distinct land use scenarios would produce given their context.

While the current presentations have a primary set of arguments about the role of smart growth strategies related to a number of key economic and fiscal outcomes, the clarity of the core message and "what the tool is trying to achieve" must be further refined. In consultation with the TO COR, the Contractor shall determine the direction and extent of modifications that are required.

## 2. Linking Land Use to Water Quality tool. The contractor shall, at a minimum

- participate in a conference call (this could be one of the weekly status calls) to review the existing materials related to this tool and work with the TO COR to refine this tool;
- review the elements of the existing Water Quality Scorecard
   (http://www.epa.gov/smartgrowth/pdf/2009 1208 wq scorecard.pdf); and
- Refine an action-based tool and process that effectively encourages communities to evaluate what and how they will remove barriers to achieving better land use decisions.

The purpose of this tool is to educate communities on how land use decisions and practices can impact their stormwater management practices. EPA developed the Water Quality Scorecard as one tool to help local governments identify opportunities to remove barriers, and revise and create codes, ordinances, and incentives for better water quality protection. This document demonstrates these potential changes as the municipal, neighborhood and site scales for better water quality.

Current tool materials have been developed and need further refining and testing in communities to ensure community analysis of their land use approaches.

#### 3. Rural and Small Town Zoning Codes tool:

For this tool the contractor shall, at a minimum:

- participate in a conference call (this could be one of the weekly status calls) to review
  the existing materials related to of these tools and work with the TO COR to refine these
  tools;
- develop or adapt an audit or evaluative exercise that community representatives can undertake or review to serve as the base information for the site visit;
- revise the existing presentations and materials to incorporate this evaluative component; and
- revise the existing presentations to address best practices and implementation.

The contractor shall submit draft conceptual workshop to EPA no later than 42 days prior to the first scheduled workshop for each of the three tools identified above. Draft materials in fully-developed form shall be provided to EPA no less than 21 days prior to the workshops. EPA will respond and provide comments within 7 days of receipt. Final draft materials shall be provided to EPA no less than 7 days prior to first scheduled workshop.

# <u>Task Four – Implement Site Visit/Workshop for All Communities</u> (Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall identify qualified experts to work with each community around their chosen tool. As stated in task one, the primary delivery mechanism will be a site visit that stretches over a day and a half period. While most community site visits will take place over a day and a half time period (some may be feasible to complete in one day), the contractor shall include in the proposal budget a full two day commitment to account for travel and any scheduling issues. The site visits shall be structured around a quick community reconnaissance tour and subsequent workshop sessions with key stakeholders (see Appendix B for a sample site visit agenda from round 1). The brief reconnaissance tour shall be primarily aimed at identifying local examples relevant to the tool and taking pictures that can be integrated into the workshop presentations.

The tools shall be set up to require only a minimal amount of prep time to customize their application in each community. The contractor shall plan to spend no more than 10 to 15 hours of prep time for each community.

The thirty (30) communities designated for this program will be drawn from a previous call for communities (Economic and Fiscal Health, Sustainable Land Use Code, Rural and Small Town Zoning Code, and Parking Audit) and from a new solicitation (Linking Land Use to Water Quality, Sustainable Design and Green Building Toolkit, and Creating a Green Streets Strategy). All

communities will be determined prior to the commencement of this task order. The TOPO will coordinate with the Contractor to schedule site visits.

The Contractor shall at a minimum, participate in at least two conference calls with each community to ensure that EPA and the Contractor have the appropriate information for implementing the technical assistance, logistics, and gathering some baseline data.

The materials shall be designed to produce insights for the community about the best path forward by using case studies, illustrative examples, checklists, scorecards or other worksheet-based exercises, or simple data analysis. This may be best achieved by focusing on a particular site, proposed development, regulation, or building. In any case, the workshop shall clearly illustrate the core concepts of the tool, applied to a local context, and provide a clear roadmap for how to move the concept forward in the community. The Contractor shall facilitate the daylong workshop, including making presentations and/or leading group work where appropriate when available. EPA will supply initial materials for tool delivery.

The Contractor shall implement the site visit in a format corresponding to the materials developed in Task Two. The Contractor shall also offer the recipient community guidance on an appropriate list of invited participants: whether the on-site visit is oriented primarily to local government staff, elected officials, citizenry, or some combination thereof, and how.

For budgeting purposes, approximately half of the site visits shall require two people from the Contractor's staff to attend; the other half shall be staffed by one person to deliver the assistance. The two options for staff (two people or one person) shall encourage different ways for how the tools can be delivered to the community. EPA, HUD and/or DOT staff from headquarters or regional offices will attend a handful of assistance visits to understand how the process works. The Contractor shall participate in monthly and weekly calls with TO COR or the selected community prior to the workshop (see schedule proposed under Task One), and shall develop relevant community background materials to ensure that the workshop is applicable to local conditions.

Within 7 days of the workshop delivery, the Contractor shall provide EPA with a final set of workshop materials to be used during the site visit, as well as a draft version of the summary of the workshop lessons learned (as facilitated and informed by the Contractor) not to exceed five pages. EPA will respond with comments within 7 days, after which time a final set of summary concepts shall be delivered to EPA within 7 days.

The Contractor shall, upon completion of each community-based workshop, develop a brief "next steps" memo to EPA (no more than six pages in length) that details possible next steps that the community could take to implement ideas discussed during the site visit, including but not limited to policy or code changes the community might consider making. EPA will provide a template for the memo. The Contractor shall provide the memo to EPA within 7 days after the conclusion of the workshop. EPA will respond with comments within 7 days, after which time a final draft shall be delivered to EPA within one week.

Finally, the Contractor shall prepare a brief (2-3 page) memo to EPA suggesting any process or tool improvements. Suggestions to EPA may include how preparation may change, how tool delivery materials may be modified, or whether new modules for the tool may be developed. This memo is due to EPA within 7 days following the conclusion of the site visit.

In summary, site visits shall include, at a minimum the following steps:

- Prepare for site visit
- Finalize site visit materials
- Deliver materials at the site visit
- Prepare brief ( no more than 6 page) next steps memo for the community
- Prepare brief (2-3 page) lessons learned memo on delivery process and tool improvements for EPA.

# Task Five - Finalize Technical Assistance Tools for Internet Posting

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

Following completed tool delivery to the group of selected communities per tool, EPA will designate tools to be placed on the web for broader distribution and implementation by other organizations, consulting firms, or public agencies. Ideally, each of the seven tools mentioned in this Task Order shall be designated for web placement, but it is possible that not all will be ready for this designation at the end of this work. EPA will also provide two graduated tools from a previous round to the Contractor for final "polishing". Prior to web posting, the Contractor shall provide to EPA, at a minimum:

- Annotated agenda for each tool;
- Requirements, if any, for a person to deliver the tool;
- Final versions of any powerpoints and other tool materials, such as community "homework" sheets:
- Speaker notes to facilitate delivery of a base presentation by someone with a basic familiarity with sustainable communities and smart growth concepts; and
- Podcasts, if possible.

These materials shall be submitted to EPA within 21 days after EPA delivers the final set of tool materials to the Contractor. Final versions shall be delivered within 7 days of comments from EPA.

# VII. SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA TO COR:

	,		
TASK	DELIVERABLE	FORM AND QUANTITY	DATE DUE
1	Schedule for Implementation	Excel Spreadsheet, updated regularly	Within 14 days of executing task order
2	Develop Category 1 Tool Materials	Varies: PowerPoints, exercises, written instructions	Concept within 42 days prior to first site visit per tool, draft materials within 21 days prior to first site visit per tool, final 1 week prior to first site visit per tool.
3	Develop Category 2 and 3 Tool Materials	Varies: PowerPoints, exercises, written instructions	Concept within 42 days prior to first site visit per tool, draft materials within 21 days prior to first site visit per tool, final 7 days prior to first site visit per tool.
4	Implement Site Visit/Workshops	Site visit; next steps and lessons learned memos; overall lesson learned	Draft within 7 days of each site visit, final within 7 days receiving EPA's comments; overall lessons learned within 14 days of last site visit, final version with 7 days of EPA comments
5	Finalize Technical Assistance Tools for Internet Posting	Polished exercises, notes for presentation materials, and podcasts	Draft materials within 21 days of final site visit per tool, final versions within 7 days of EPA comments.

## VIII. MISCELLANEOUS

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format: MS Word, Office 2007, single-spacing, 12 point font.

Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, located in

attachments

Preferred presentation format: Power Point, Office 2007

Preferred portable format: Adobe Acrobat

# **APPENDIX A: Source Information for Category 1 Tools**

#### **Green Building Toolkit**

To convert this Toolkit into a workshop format the contractor shall 1) develop a broader introductory presentation that provides an overview of - key green building strategies, policies and techniques; their benefits from an economic, public health and environmental standpoint; 2) develop two exercises based on the Toolkit and the community's assessment results generated pre-workshop. These exercises need to focus on evaluating community inputs on green building and development and resulting in outputs that can be used to formulate public policies and implementation strategies focused on sustainable sites, materials and resource conservation, energy conservation, water efficiency and indoor air environmental quality. Before the workshop, the community will complete the excel spreadsheet version of the Assessment Tool. From the results of the assessment, they will identify at least two sections that they would like incorporated into the workshop exercises. The contractor shall take the results of the assessment, review the relevant resources, and develop the exercises accordingly. A first exercise might be based on the Assessment Tool. The second exercise can be based on the "Creating an Action Plan" section of the Toolkit. The exercises shall incorporate the charts and graphs developed in the Excel program, and include consideration of the community's mission/vision statements and/or policies that support institutionalizing sustainable design, zero waste, and other related practices.

#### **Parking Audits**

Overview presentation – For model policies and key issues see: Parking Spaces Community Places (http://www.epa.gov/dced/parking.htm); ULI Shared Parking, Second Edition; Victoria Transportation Institute On-line TDM Encyclopedia (www.vtpi.org); The High Cost of Free Parking, Donald Shoup http://www.uctc.net/papers/351.pdf); Transit Cooperative Research Program Report 128 Effects of TOD on Housing, Parking (http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp\_rpt\_128.pdf).

Potential exercises – evaluation of parking requirements in current zoning codes, identification of opportunities for right sizing or place based parking policies.

#### Creating a Green Streets Strategy

Overview presentation – EPA Office of Water, Green Streets Initiatives Around the US (<a href="http://www.epa.gov/owow\_keep/podcasts/greenstreetsusa.html">http://www.epa.gov/owow\_keep/podcasts/greenstreetsusa.html</a>); UC Davis Sustainable Transportation Center, Sustainable Streets: Emerging Priorities, Emerging Practices (<a href="http://stc.ucdavis.edu/outreach/ssp.php">http://stc.ucdavis.edu/outreach/ssp.php</a>); Low Impact Development Center (<a href="http://www.lowimpactdevelopment.org/greenstreets/">http://www.lowimpactdevelopment.org/greenstreets/</a>))The workshop materials shall draw closely from the subject materials, reflecting the same language and/or design where appropriate, so that they are seen as complementary to the original effort. EPA will share any materials it has developed for implementing these documents. During the process, the Contractor shall determine what base materials communities need to have ready per tool.

## APPENDIX B: Sustainable Development Code Audit - Revised Agenda

#### Day 1

Fly in late afternoon. Meet with local staff

<u>OPTIONAL—TO BE DISCUSSED</u>: Evening open house: 15 min presentation on "what is a sustainable development code." What does sustainable development mean in your community?

Brief opening powerpoint presentation about sustainable development codes

Discussion: Ask residents what is your vision for sustainable development in your community.

#### Day 2

9:00 to 9:15AM: Introductions

9:15 to 10:15AM: Framing the issues--brief 15-20 min presentation on "what is a sustainable development code."

Discussion with the community (45 minutes):

- What are key sustainability topics in our community?
- What are some of our community's sustainability goals in areas like renewable energy, greenhouse gas reduction, recycling, urban agriculture?
- What have we accomplished to date?
- What shape are our plans, codes, and ordinances in to address and promote sustainable development?

10:15 to 11:15AM: Establishing a defensible legal and policy foundation for sustainable code revisions through sustainable community planning policies and goals.

11:15 to 12:00PM: Further discussion to narrow the list of sustainable code topics to 2-3 for detailed discussion in the afternoon. Possible discussion of addressing costs and benefits of new sustainability code amendments.

12:00 to 1:30PM: Lunch with mayor and community leaders not in morning sessions. What are your priorities for sustainable community development? What's your reaction the list of shortcomings with current development codes from a sustainability perspective? What topics should the code revision discussion in the afternoon focus on? "Selling" sustainability—discussion of costs and benefits of new sustainable code amendments.

1:45 to 2:30pm: How to conduct a thorough sustainable development code audit—a step-by-step guide for local planners and local government officials on assessing their local development codes to identify barriers to sustainability in those codes, potential amendments to create incentives to adopt sustainable development practices, and gaps in current regulations that need to be filled to achieve local sustainability objectives.

2:30-4:30: Hands-on implementation workshop with local officials. Identify and discuss 8-10 specific changes in local development codes to promote sustainable development. Think B~I~G—barriers, incentives, gaps.

4:30 to 5:00PM: Wrap up and next steps

5:00PM: Adjourn—leave for airport.

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	appropriati	on date, etc.) SET FORTH	IN ITEM 14, PURSUANT TO THE	AUTHORITY	MINISTRATIVE CHANGES (such as chang OF FAR 43,103(b).	ges in payin	y onice,	
X	- <del> </del>	DIEMENTAL AGGERNEN	TIO ENTERED INTO BURGLIANT	TO AUTUOD	TV 05:			····
	C. THIS SUP	PLEMENTAL AGREEMEN	TIS ENTERED INTO PURSUANT	TO AUTHOR	TY OF:			
	5 55 126 /5		,					
	D. OTHER (S	pecify type of modification	and authority)					
	1							
E. IMPORTA	NT: Contract	or X is not,	ls required to sign this docume	nt and return	O copies to the iss	suing office.		
14. DESCRI	PTION OF AMEN	NDMENT/MODIFICATION (	Organized by UCF section heading	gs, including s	olicitation/contract subject matter where fe	asible.)		
DUNS NU	umber: (b)	)(4)						
TOPO: K	Kevin Nel	son						
					•			
The nur	mose of	this modificat	ton to Task Order	* #0007	under Contract EP-W-	11-010	is to	1
						11 010	10 00	* 1
obilgat	e runain	g in the amoun	IC OT Server	s spec	ified below.			
LIST OF	CHANGES	•						
Reason	for Modi	fication: Fund	ding Only Action					
Obligat	ed Amoun	t for this Mod	dification: \$ (b)(4)					
			or this Award: \$54	15,333.0	00			
Continu				or George Control				
		terms and conditions of the	e document referenced in Item 94	or 10A as her	etofore changed, remains unchanged and	in full force :	and effect	
		IGNER (Type or print)			NAME AND TITLE OF CONTRACTING OF			
.,								
				Jam	i Rodgers			ii.
15B. CONTR	RACTOR/OFFER	OR	15C. DATE SIGNE	D 16B. U	INITED STATES OF AMERICA		16C	. DATE SIGNED
	(Signature of ners	on authorized to sign)			(Signature of Contracting Officer)		•	
NSN 7540-0						STANDAR	RD FORM 3	0 (REV. 10-83)

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

		REFERENCE NO. OF DOCUMENT BEING CONTINUED		PAGE	OF	
CONTINUATIO	ON SHEET	EP-W-11-010/0007/001		2		2

NAME OF OFFEROR OR CONTRACTOR
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)		AMOUNT (F)
	Incremental Funded Amount changed from \$528,884.84 to \$545,333.00	,	2		
	CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$ Incremental Funded Amount changed from \$528,884.84 to \$545,333.00			,	- · · ,
	NEW ACCOUNTING CODE ADDED:				
	Account code: 12-13-B-11W-301M43-2505-1211W21032-001 Beginning Fiscal Year 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 11W				
	Amount: \$ (b)(4)				
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711			×	
	Period of Performance: 12/13/2011 to 06/01/2012 CEILINGS: Estimated Cost: \$\frac{(b)(4)}{(b)(4)}\$  Fixed Fee: \$\frac{(b)(4)}{(b)(4)}\$				
# ** *	Funded Cost: $\$^{(b)(4)}$ + $\$^{(b)(4)}$ (This Action) = $\$^{(b)(4)}$ Funded Fixed Fee: $\$^{(b)(4)}$	].			
		>			
· ·					
					*
					a w Se jew
NSN 7540-01-152-					OPTIONAL FORM 336 (4-86)

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT	<del></del>	1. CONTRACT ID CODE	PAGE OF PA	AGE OF PAGES		
	Anon or continuor			1	2		
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE		QUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If a	applicable)		
002	04/16/2012		OA-12-00133				
6. ISSUED BY CODE	HPOD	7. AE	MINISTERED BY (If other than Item 6)	CODE HPOD			
HPOD		HPC	DD				
US Environmental Protection	Agency	US	Environmental Protect	ion Agency			
Headquarters Procurement Ope	rations	Hea	adquarters Procurement	Operations			
Ariel Rios Building		Ari	el Rios Building				
1200 Pennsylvania Avenue, NW			00 Pennsylvania Avenue	, NW			
Washington DC 20460			hington DC 20460				
8. NAME AND ADDRESS OF CONTRACTOR (No., street	, county, State and ZIP Code)	(x) 9	A AMENDMENT OF SOLICITATION NO.				
SYSTEMS RESEARCH AND APPLICAT	TIONS CORPORATION	, [ ]					
Attn: NA			B. DATED (SEE ITEM 11)				
4300 FAIR LAKES COURT				*			
Fairfax VA 22033							
			DA. MODIFICATION OF CONTRACT/ORDE P-W-11-010	R NO.			
			007				
		1 1	DB. DATED (SEE ITEM 13)				
CODE (b)(4)	FACILITY CODE						
(0)(4)			12/13/2011				
	11. THIS ITEM ONLY APPLIE	S TO AMEND	MENTS OF SOLICITATIONS				
to the solicitation and this amendment, and is received  12. ACCOUNTING AND APPROPRIATION DATA (If req  See Schedule  13. THIS ITEM ONLY APPLIES TO M	uired)		IODIFIES THE CONTRACT/ORDER NO. AS	DESCRIBED IN ITEM 14.			
			GES SET FORTH IN ITEM 14 ARE MADE I  DMINISTRATIVE CHANGES (such as change)  Y OF FAR 43,103(b).				
X appropriation date, etc.) SET FORTH X C. THIS SUPPLEMENTAL AGREEMEN	*						
O. THIS GO. I PENELTHEN	. 10 (11) [11]						
D. OTHER (Specify type of modification	and authority)						
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
			0 copies to the iss				
E. IMPORTANT: Contractor 🗵 is not.	is required to sign this docum						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (DITNS Number: (b)(4)	Organized by UCF section headii	ings, including	solicitation/contract subject matter where te	asible.)			
DONE NUMBEL.							
Sustainable Communities Build	ding Blocks Techn	ilcal As	sistance				
TOPO: Kevin Nelson	. *						
					•		
The purpose of this modifica	tion to Task Orde	er #0007	under Contract EP-W-	11-010 is to			
deobligate \$15,600.00 in Supe	erfund appropriat	ions ar	d obligate a new line	of accounting	, as		
set forth below. This action							
terms and conditions remain				,_ ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,			
cerms and conditions remain	anchanged and III	TOTT TO	the and effect.				
LIST OF CHANGES:							
Continued							
Except as provided herein, all terms and conditions of the	e document referenced in Item 9A	or 10A, as he	retofore changed, remains unchanged and	n full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A.	NAME AND TITLE OF CONTRACTING OF	FICER (Type or print)			
		,Tai	mi Rodgers				
45D CONTRACTOR OFFICE				1400 53	TE CIONED		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGN	ν⊏υ  16B.	UNITED STATES OF AMERICA	16C. DA	TÉ SIGNED		
(Signature of person authorized to sign)			(Signature of Contracting Officer)				

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
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 OF

 EP-W-11-010/0007/002
 2
 2

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification: Funding Only Action				
2	CHANGES FOR LINE ITEM NUMBER: 1				
	CHANGES FOR ACCOUNTING CODE:				
	12-T-D1-303DD2-2505-HQ00BM00-12D1D2E008-001 Account code changed from				
	12-T-D1-303DD2-2505-12D1D2E008-001 to				*
· ·	12-T-D1-303DD2-2505-HQ00BM00-12D1D2E008-001 Amount changed from \$15,600.00 to \$0.00		] ,		y.
	NEW ACCOUNTING CODE ADDED: Account code:	:			
	12-13-B-11W-301MA4-2505-1211W21067-001 Beginning Fiscal Year 12	3	140		
	Ending Fiscal Year 13				
	Fund (Appropriation) B Budget Organization 11W				
	Amount: \$15,600.00				4
٠,	Payment:				
g**	RTP Finance Center US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive Durham NC 27711				
	Period of Performance: 12/13/2011 to 06/01/2012			**	e 5
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	*	No.		y 8.	d e
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AMENDMENT OF SOLICITATION/MO	ENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					PAGE OF	PAGES
2. AMENDMENT/MODIFICATION NO.	13.	EFFECTIVE DATE	4. REC	UISITION/PURCHASE REQ. NO.	I5. PRO	JECT NO.	2 (if applicable)
003		7/18/2012					(,,
And the second s	~~~	POD	7. ADI	MINISTERED BY (If other than Item 6)	CODE	НРОD	
HPOD	[11]		-			111 00	
US Environmental Protect	ion Ac	rancy.	HPO	B Environmental Protect	ion Ac	ancu	
Headquarters Procurement	-			dquarters Procurement	_	-	
Ariel Rios Building	01-0-0		1	el Rios Building	opera	010115	
1200 Pennsylvania Avenue	, NW		6.50.00	O Pennsylvania Avenue	, NW		
Washington DC 20460			Was:	nington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (N	o., street, cou	inty, State and ZIP Code)	(x) 9A	AMENDMENT OF SOLICITATION NO.			
SYSTEMS RESEARCH AND APPI	TCATT	NIC CODDODATION	П	,			
Attn: NA	1TCVII	DNS CORPORATION	9B	DATED (SEE ITEM 11)			
4300 FAIR LAKES COURT							
Fairfax VA 22033							
				A. MODIFICATION OF CONTRACT/ORDE P-W-11-010	ER NO.		
			1 100	007			
				B. DATED (SEE ITEM 13)			
CODE (b)(4)	FA	CILITY CODE	1 1	2/13/2011			
		11. THIS ITEM ONLY APPLIES TO			*		
The above numbered solicitation is amended a					extended,	☐ is not ext	
to the solicitation and this amendment, and is a 12. ACCOUNTING AND APPROPRIATION DATE See Schedule							
	e to Moni	FICATION OF CONTRACTS/ORDS	DC IT M	ODIFIES THE CONTRACT/ORDER NO. AS	DESCRIPE	DINITEM	
A. THIS CHANGE ORDER IS IS: ORDER NO. IN ITEM 10A.	SUED PUR	SUANT TO: (Specify authority) TH	IE CHANG	ES SET FORTH IN ITEM 14 ARE MADE	IN THE CON	ITRACT	
P. THE ARONE MUMBERED CO	NTDACTIO	DOED IS MODIFIED TO DESI FO	T THE AD	MAINTENATIVE OUTANGES (outables of the			
appropriation date, etc.) SET	FORTH IN	ITEM 14, PURSUANT TO THE AU	THORITY	MINISTRATIVE CHANGES (such as chan OF FAR 43.103(b).	ges in paying	y omce,	*
C. THIS SUPPLEMENTAL AGRI	EMENT IS	ENTERED INTO PURSUANT TO	AUTHOR	TY OF:			
D. OTHER (Specify type of modi-	fication and	authority)					
X Mutual agreement	of pa	rties					
E. IMPORTANT: Contractor is	-	is required to sign this document a			The second second second		
14. DESCRIPTION OF AMENDMENT/MODIFICATION OF	ATION (Org	anized by UCF section headings, i	including s	olicitation/contract subject matter where fe	esible.)		
Sustainable Communities F	nildi.	og Plogke Toghnia	21 No.	ni atango			
TOPO: Kevin Nelson	JULIULI	ig brocks recimire	ar Mo	sistance			
		Tarla Ordan Bankad	- £ D	6			
This modification extends	the .	rask Order Period	OL P	eriormance at no addi	CIONAL	COST	to the
Government.							
T. T. G. T. G. T.				*			
LIST OF CHANGES:							
Reason for Modification:							*
Period Of Performance End	Date	changed from 01-	JUN-1	2 to 15-OCT-12			
Contracting Officer share		;					
Contracting Officer chang	jeu						
Continued		or many software and to the control of	OA !	otafore channel	in full face	and offer-t	
Except as provided herein, all terms and condition 15A. NAME AND TITLE OF SIGNER (Type or pro		cument referenced in Item 9A or 10		etofore changed, remains unchanged and NAME_AND TITLE OF CONTRACTING O			
TO SHARE AND THEE OF GIGHER (Type or pri	,				IOER (TYP	o or printy	
			Jod	y Gosnell			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. l	JNITED STATES OF AMERICA		16C.	DATE SIGNED
(Signature of person authorized to sign)				(Signature of Contracting Officer)			
NSN 7540-01-152-8070					STANDAR	D FORM 30	(REV 10-83)

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

CONTINUES TION OF THE	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
CONTINUATION SHEET	EP-W-11-010/0007/003	2	2

NAME OF OFFEROR OR CONTRACTOR

TEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)		AMOUNT (F)
	from Jami Rodgers				
	to Jody Gosnell				* (
	Payment:				
	RTP Finance Center			46	*
æ	US Environmental Protection Agency RTP-Finance Center				a - 4
	Mail Drop D143-02 109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 12/13/2011 to 10/15/2012			٠	
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AMENDMENT OF SOLICITATION/MODIFICA	TION OF CONTRACT		1. CONTRACT ID CODE		DF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REC	UUSITION/PURCHASE REQ. NO.	5. PROJECT N	O. (If applicable)
004	10/09/2012	See	Schedule		
	HPOD	7. ADI	MINISTERED BY (If other than Item 6)	CODE HPO	D
HPOD		HPO	D		
US Environmental Protection A	Agency		Environmental Protect:	ion Agency	
Headquarters Procurement Open	•		dquarters Procurement		· · · · · · · · · · · · · · · · · · ·
Ariel Rios Building			el Rios Building	operacione	
1200 Pennsylvania Avenue, NW			O Pennsylvania Avenue	, NW	
Washington DC 20460			hington DC 20460		
8. NAME AND ADDRESS OF CONTRACTOR (No., street,	county, State and ZIP Code)	- 22	AMENDMENT OF SOLICITATION NO.	<del></del>	
		(*/		¥ .	
SYSTEMS RESEARCH AND APPLICAT	IONS CORPORATION		*		
Attn: NA		9B	DATED (SEE ITEM 11)		
4300 FAIR LAKES COURT					
Fairfax VA 22033		10.	A. MODIFICATION OF CONTRACT/ORDE	R NO.	<del></del>
		× Ei	P-W-11-010		
		. 00	007		
		10	B. DATED (SEE ITEM 13)		
CODE (b)(4)	FACILITY CODE		2/13/2011		
	11. THIS ITEM ONLY APPLIES	S TO AMENDA	MENTS OF SOLICITATIONS		
The above numbered solicitation is amended as set for				extended, [] is not	extended.
separate letter or telegram which includes a reference to THE PLACE DESIGNATED FOR THE RECEIPT OF OIl virtue of this amendment you desire to change an offer	o the solicitation and amendment FFERS PRIOR TO THE HOUR A already submitted, such change n	numbers. FA ND DATE SP nay be made i	ECIFIED MAY RESULT IN REJECTION OF	TO BE RECEIVED A	AT Dy
to the solicitation and this amendment, and is received in		specified.	·		·
12. ACCOUNTING AND APPROPRIATION DATA (If requise See Schedule	irea)	Net Inc	rease:	\$19,513.00	
	DIFICATION OF CONTRACTS OF	DDED0 1714	ODIFIES THE CONTRACT/ORDER NO. AS	DECORIDED IN ITS	
	/ORDER IS MODIFIED TO REFI N ITEM 14, PURSUANT TO THE	LECT THE AD E AUTHORITY	SES SET FORTH IN ITEM 14 ARE MADE I MINISTRATIVE CHANGES (such as chang OF FAR 43.103(b).		
D. OTHER (Specify type of modification a	nd authority)	*			
X FAR 52.243-2 Change	sCost-Reimburs	ement.			
E. IMPORTANT: Contractor X is not.	is required to sign this docume	ent and return	copies to the iss	uing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION (C	Organized by UCF section heading	gs, including s	solicitation/contract subject matter where fe	asible.)	
DUNS Number: (b)(4)					
Sustainable Communities Build	ing Blocks Techn:	ical As	sistance		
TOPO: Kevin Nelson					
This modification adds additi	onal work in acco	ordance	with the TO Statement	t of Work.	adds
funds in the amount of \$19,51					
LIST OF CHANGES:					
Reason for Modification : Sup	plemental Agreeme	ent for	work within scope		
Period Of Performance End Dat					
Total Amount for this Modific					
New Total Amount for this Ver					
Continued	sion: \$564,846.00	J			
	document referenced in Item CA	or 100 oo bee	estofore changed comeins unchanged and	in full force and offer	** *
Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type or print)	document referenced in item 9A		etorore changed, remains unchanged and i NAME_AND TITLE OF CONTRACTING OF		
TO A STATE OF STORES (Type of print)			hryn Barton	TIOLIS (Type of pill)	<b>Y</b>
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE		JNITED STATES OF AMERICA	147	SC. DATE SIGNED
······································	ISO. DATE GIGNI	100.1	STATES OF AMERICA	10	U. DATE OFFICE
(Signature of person authorized to sign)			(Signature of Contracting Officer)	STANDARD FORM	20 (DEV 40 93)

CONTINUE TION OFFEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
CONTINUATION SHEET	EP-W-11-010/0007/004	2	7

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT	UNIT PRICE (E)	AMOUNT (F)
	New Total Amount for this Award: \$564,846.00 Obligated Amount for this Modification: \$19,513.00 New Total Obligated Amount for this Award:				
	\$564,846.00 Incremental Funded Amount changed: from \$545,333.00 to \$564,846.00				
	CHANGES FOR LINE ITEM NUMBER: 1 Description changed from Sustainable Communities Building Blocks Technical Assistance in accordance with the attached Statement of Work			4	
	Estimated Cost: \$ (b)(4)  Fixed Fee: \$ (b)(4)				
	Funded Cost: \$ (b)(4) Funded Fee: \$				
	*Additional funds in the amount of \$\begin{align*} \begin{align*}				*
	to Sustainable Communities Building Blocks Technical Assistance in accordance with the Statement of Work included in the 2/21/12 Task Order award and with the additional work added via modification 004, as attached.	. ,	٠		
	The work under modification 004 increases the TO value as follows:				
	Additional Cost: \$\(\begin{align*}(b)(4)\\ Additional Fixed Fee: \(\frac{4}{5}(b)(4)\\ \end{align*}\)  Total Additional CPFF: \(\frac{5}{2}(1)(4)\\ \end{align*}\)				
ā	The additional CPFF changes the overall TO value as follows:				
	Total Estimated Cost: \$(b)(4)  Total Fixed Fee: \$(b)(4)  Total CPFF: \$564,846.00				
	Funded Cost: \$(b)(4) Funded Fee: \$				
t 90-1	Total Amount changed from \$545,333.00 to \$564,846.00 Obligated Amount for this modification: \$19,513.00 Continued				
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 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE OF 3
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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES (B)	3	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
21	Incremental Funded Amount changed from				M. M. C.	
	\$545,333.00 to \$564,846.00					ii.
	NEW ACCOUNTING CODE ADDED:					
	Account code:					
	12-13-B-E8-301E57-2505-12E82CT046-001					
•	Beginning FiscalYear 12			8		p
	Ending Fiscal Year 13					a.
	Fund (Appropriation) B Budget Organization E8					
	Quantity: 0		ii.			5 A
	Amount: \$10,000.00					4
	Percent: 1.83374	•	18.7			
	Subject To Funding: N					
	Payment Address:		* *			e a c
	RTP Finance Center		1			
	US Environmental Protection Agency					
	RTP-Finance Center (D143-02)					
	109 TW Alexander Drive Durham NC 27711					
12	Burnam NC 27711	*				
				4.0		
	NEW ACCOUNTING CODE ADDED:					
yev	Account code:					
	12-13-B-11W-301MA4-2505-1211W21101-001					*
	Beginning FiscalYear 12		1			
	Ending Fiscal Year 13					
	Fund (Appropriation) B				" *	*
	Budget Organization 11W					P and the second
	Quantity: 0			1		
	Amount: \$8,250.00 Percent: 1.51284					
	Subject To Funding: N					
	Payment Address:			li		g; -
	RTP Finance Center					
	US Environmental Protection Agency					
	RTP-Finance Center (D143-02)		4			
	109 TW Alexander Drive					a a
	Durham NC 27711					
	NEW ACCOUNTING CODE ADDED:					
	Account code:					
	12-13-B-11W-301MA4-2505-1211W21084-002		2 3	- 2	*	
	Beginning FiscalYear 12	4	*			
	Ending Fiscal Year 13					
	Fund (Appropriation) B .					
	Budget Organization 11W					
	Quantity: 0	2				
9	Amount: \$1,263.00					
	Continued					÷
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CONTINUATION SHEET	EP-W-11-010/0007/004		4	7	

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Percent: .2316 Subject To Funding: N Payment Address:     RTP Finance Center US Environmental Protection Agency				
	RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711			,	* * * * * * * * * * * * * * * * * * * *
	Delivery: 06/01/2012 Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA				
	Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center (D143-02)  109 TW Alexander Drive  Durham NC 27711  Period of Performance: 12/13/2011 to 10/31/2012				
		¥			
e e	. 8			*	
3					
is :					

AMENDMI	ENT OF SOLICITATIO	ON/MODIFIC	ATION OF CONTRACT		CONTRACT ID CODE	PA	GE OF PAGES
2. AMENDME	ENT/MODIFICATION NO.		3. EFFECTIVE DATE	4. REC	UISITION/PURCHASE REQ. NO.	I5 PROJE	1 2 ECT NO. (If applicable)
005			See Block 16C				, , , , , , , , , , , , , , , , , , , ,
6. ISSUED B	Y	CODE	HPOD	7. ADI	MINISTERED BY (If other than Item	6) CODE	
Headqua Ariel F 1200 Pe	ronmental Pro arters Procure Rios Building ennsylvania Av	ment Ope	erations				
	ton DC 20460  ADDRESS OF CONTRAC	TOR (No. etreet	t county State and 7/D Code)		AMENDMENT OF SOLICITATION I	NO	
SRA Interpretation (b)(4)(4)(4)	ernational, In	nc.	, county, State and ZIP Code)	98. X E1	AMENDMENT OF SOLICITATION IN  DATED (SEE ITEM 11)  A MODIFICATION OF CONTRACT/( P-W-11-010  07  3. DATED (SEE ITEM 13)		
CODE (b)	(4)	<del></del>	FACILITY CODE	-	2/13/2011		
			11. THIS ITEM ONLY APPLIES				
separate le THE PLAC virtue of thi to the solici	E DESIGNATED FOR THE is amendment you desire to	des a reference RECEIPT OF ( change an offe , and is received	to the solicitation and amendment DFFERS PRIOR TO THE HOUR AI r already submitted, such change n it prior to the opening hour and date	numbers. FA ND DATE SPE nay be made to specified.	eipt of this amendment on each copy ILURE OF YOUR ACKNOWLEDGEN ECIFIED MAY RESULT IN REJECTIO by telegram or letter, provided each to	MENT TO BE RECEI ON OF YOUR OFFE elegram or letter mak	VED AT R. If by les reference
See Sch		UN DATA (IT req	uirea)	Net Dec	rease:	-\$10,02	7.31
CHECK ONE	A. THIS CHANGE ORDE ORDER NO. IN ITEM	ER IS ISSUED F 10A.	PURSUANT TO: (Specify authority)	THE CHANG	DDIFIES THE CONTRACT/ORDER N	ADE IN THE CONTR	RACT
<u> </u>			T IS ENTERED INTO PURSUANT		MINISTRATIVE CHANGES (such as OF FAR 43.103(b).	cnanges in paying o	тов,
	O. THO COTT ELINEITIE	TE MONEEMEN	THE ENTERED INTO TOROUGH	TO AOTHOR			*
	D. OTHER (Specify type	of modification	and authority)				
Х	Deobligation	of exce	ss funds under the	e autho	rity of FAR 4.804-	5(a)(15)	
E. IMPORTAN	IT: Contractor	🛛 is not,	is required to sign this docume	nt and return	O copies to t	the issuing office.	
DUNS Nu	mber: (b)(4)				olicitation/contract subject matter wh	ere feasible.)	
	able Communiti evin Nelson	les Bullo	ding Blocks Techni	.cal Ass	sistance	•	
The num	noso of this m	nodificat	tion is to dooblis	**** ***	aces funds in the	mount of \$	10 027 31
_			tion is to deoblic		cess funds in the a	amount of \$	10,027.31
from co	st, as seen in					amount of \$	310,027.31
from cos Funded ( Funded )	st, as seen in  Cost: (b)(4)  Fee: \$	the rev				amount of \$	10,027.31
from cos Funded ( Funded )	cost: (b)(4) Fee: \$ CPFF: \$554,818	the rev				amount of \$	10,027.31
from confunded (Funded ) Funded (Continue	cost: (b)(4) Fee: \$ CPFF: \$554,818	the rev	vised cost-fee bre	eakdown			
from conformation from conformation from continuous from the conti	cost: (b)(4) Fee: \$ CPFF: \$554,818	a the rev	vised cost-fee bre	e a kdown	below:	i and in full force and	effect.
from conformation from conformation from continuous from the conti	st, as seen in  Cost: (b)(4)  Fee: \$  CPFF: \$554,818  ed  vided herein, all terms and	a the rev	vised cost-fee bre	or 10A, as her	below:  etofore changed, remains unchanged	i and in full force and	effect.
Funded (Funded (Continue Except as pro	st, as seen in  Cost: (b)(4)  Fee: \$  CPFF: \$554,818  ed  vided herein, all terms and	a the rev	vised cost-fee bre	or 10A, as here 16A. I Kat	below:  etofore changed, remains unchanged  NAME AND TITLE OF CONTRACTION	i and in full force and	effect.

CONTINUE TION OFFEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED			PAGE	OF	
CONTINUATION SHEET	EP-W-11-010/0007/005	8 %		2		2

NAME OF OFFEROR OR CONTRACTOR SRA International, Inc.

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	LIST OF CHANGES:				
	Obligated Amount for this Modification:		]	4	
	-\$10,027.31			*	
	New Total Obligated Amount for this Award: \$554,818.69	,			
	Incremental Funded Amount changed: from				E
	\$564,846.00 to \$554,818.69		- 10	**	*
	CUANCIES FOR TIME TERM MINURED 1				
	CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification:				
	-\$10,027.31				ter to
	Incremental Funded Amount changed from				8
	\$564,846.00 to \$554,818.69			101	
	CHANGES FOR ACCOUNTING CODE:		-16	g a	
	12-13-B-11W-301M43-25051211W21032-001			and the	in.
	Amount changed from \$16,448.16 to \$6,420.85 Payment:		*** ¥	*	
	RTP Finance Center	-0.3			
	US Environmental Protection Agency				*
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive Durham NC 27711	ł			· ·
	Period of Performance: 12/13/2011 to 10/31/2012	,			8 X. *
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2000				6	,

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT	1.	CONTRACT ID CODE	F	AGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUIS	SITION/PURCHASE REQ.	NO. 5. PRO	JECT NO. (If applicable)
006	See Block 16C	PR-HPC	DD-14-00010		
6. ISSUED BY CODE	HPOD	7. ADMIN	ISTERED BY (If other than	Item 6) CODE	
HPOD US Environmental Protection Headquarters Procurement Ope Ariel Rios Building 1200 Pennsylvania Avenue, NW	erations				
Washington DC 20460	1	100.00	AENDMENT OF COLICITA	TION NO	
8. NAME AND ADDRESS OF CONTRACTOR (No., street SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232	, county, State and ZIP Code)	9B. DA  × 10A. N  EP-1	ATED (SEE ITEM 11)  MODIFICATION OF CONTR W-11-010 7 DATED (SEE ITEM 13)		
CODE (b)(4)	FACILITY CODE	12/	13/2011		
	11. THIS ITEM ONLY APPLIES 1			<u> </u>	
Offers must acknowledge receipt of this amendment p Items 8 and 15, and returning cop separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF 0 virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received.	oles of the amendment; (b) By acknow to the solicitation and amendment no DFFERS PRIOR TO THE HOUR ANI r already submitted, such change ma	wledging receipt umbers. FAILU D DATE SPECI ay be made by to	t of this amendment on eac RE OF YOUR ACKNOWLE FIED MAY RESULT IN RE	h copy of the offer submit DGEMENT TO BE RECE JECTION OF YOUR OFF	ted; or (c) By EIVED AT ER. If by
12. ACCOUNTING AND APPROPRIATION DATA (If req	uired) N	et Incre	ease:	\$815.9	8
See Schedule  13. THIS ITEM ONLY APPLIES TO M					
CHECK ONE  A. THIS CHANGE ORDER IS ISSUED FORDER NO. IN ITEM 10A.  B. THE ABOVE NUMBERED CONTRAC appropriation date, etc.) SET FORTH  C. THIS SUPPLEMENTAL AGREEMEN	CT/ORDER IS MODIFIED TO REFLE I IN ITEM 14, PURSUANT TO THE A	CT THE ADMIN	NISTRATIVE CHANGES (su FAR 43.103(b).		
D. OTHER (Specify type of modification	and authority)			<u> </u>	
X Additional funding due to	indirect rate adjustme	ent under	the authority of	FAR 4.804-5(a)(	10)
E. IMPORTANT: Contractor 🗵 is not.	is required to sign this document	and return	0copi	es to the issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION (DUNS Number:				ter where feasible.)	
Sustainable Communities Build	ding Blocks Technic	cal Assi	stance		
TOPO: Kevin Nelson The purpose of this modificate costs to account for trailing cost-fee breakdown is as follows:	g costs associated				\$(b)(4) in The revised
Funded Cost: (b)(4) Funded Fee: \$					
Funded CPFF: \$555,634.67					
Continued	4.1	404			
Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type or print)	accument referenced in Item 9A or		ore changed, remains unch ME_AND TITLE OF CONTR		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED		yn Barton	Α	16C. DATE SIGNED
			C		
(Signature of person authorized to sign)			(Signature of Contraction	ng Officer)	.

CONTINUATION OFFEE	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAG	GE O	F .
CONTINUATION SHEET	EP-W-11-010/0007/006	2		2

NAME OF OFFEROR OR CONTRACTOR SRA International, Inc.

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE	AMOUNT (F)
	The overall cost and fee ceilings remain	1.57	<u> </u>	\/	\
	unchanged, as follows:	į			
	Cost Cailing. (b)(4)	1			
	Cost Ceiling:   (D)(4)	1			
	CPFF Ceiling: \$564,846.00			*i	
	LIOT OF CHANGES				3
	LIST OF CHANGES: Reason for Modification : Funding Only Action	1			
	Obligated Amount for this Modification: \$(b)(4)		ł		
	New Total Obligated Amount for this Award: \$555,634.67				
	Incremental Funded Amount changed: from		14		
	\$554,818.69 to \$555,634.67			- 14	
	CHANGES FOR LINE ITEM NUMBER: 1			*	
	Obligated Amount for this modification: (b)(4)				
	Incremental Funded Amount changed from				
	\$554,818.69 to \$555,634.67			48.	÷
	CHANGES FOR ACCOUNTING CODE:				1
	12-13-B-11W-301MA4-25051211W21084-002			•	200
	Amount changed from \$1,263.00 to \$2,078.98 Payment:				*
	RTP Finance Center				
	US Environmental Protection Agency RTP-Finance Center (D143-02)				
	109 TW Alexander Drive			. ,	, ,
	Durham NC 27711				
	Period of Performance: 12/13/2011 to 10/31/2012	1			
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